

BACK ORDERS IN TAP

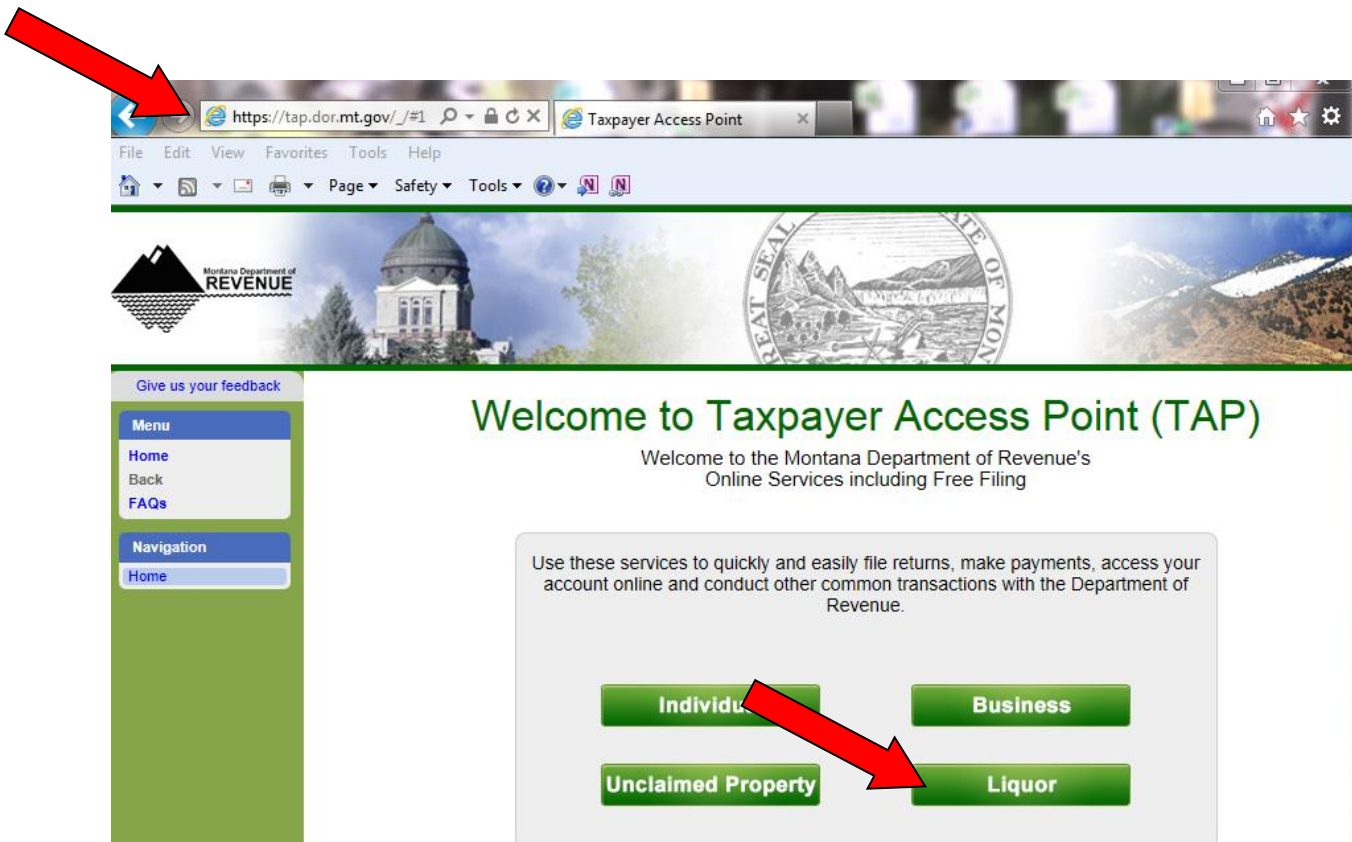
(Viewing Your Back Orders)

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this site to your favorites)

Now at the "TAP" Website

Click "Liquor"



Click "Login"

The screenshot shows the 'Liquor Services' page. On the left is a green sidebar with a 'Menu' section containing 'Home', 'Back', and 'FAQs', and a 'Navigation' section with 'Home'. The main content area has a header 'Liquor Services' and a paragraph about the Liquor Control Division. Below this, there are two columns: 'TAP Services' and 'Other Services'. The 'TAP Services' column has a red arrow pointing to a 'Login' button. Below the button are 'Sign up Now!' and a list of services. The 'Other Services' column has buttons for 'Vendor Calculator', 'Vendor Calculator - Up', 'License Search', 'Server Training Submit', and 'Server Training Search'.

Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

TAP Services

Login REQUIRED

Login

Sign up Now!

Login Services Include:

- Make and view payments
- Request name and address changes
- File & Pay Liquor License Renewals
- File requests for license changes, alterations, non-use status
- File catering reports & wholesale agreements
- File, view & amend beer, wine & hard cider tax returns
- View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)
- Online ordering (Agency Liquor Stores only)
- Access product reports

Other Services

Vendor Calculator

Vendor Calculator - Up

License Search

Server Training Submit

Server Training Search

Type "Username" and "Password"

"Click "Login"

The screenshot shows the 'LOGIN' page. On the left is a green sidebar with a 'Menu' section containing 'Home', 'Back', and 'FAQs', and a 'Navigation' section with 'Home' and 'Login'. The main content area has a header 'LOGIN' and a 'Forgot my Password' link. Below the header are three input fields: 'Username', 'Password', and 'Authorization Code'. Below the fields is a paragraph about authorization codes and a 'Login' button. A red arrow points to the 'Username' field, another red arrow points to the 'Password' field, and a third red arrow points to the 'Login' button. On the right is a 'HOT TIPS' box with the title 'Know Your TAP Colors' and a list of color-coded tips.

LOGIN

Forgot my Password

Username

Password

Authorization Code:

If you have received an authorization code please enter it above. Authorization codes are sent out as an added security step for new logins and forgotten passwords. You can contact us toll free at 1 (866) 859-2254 or in Helena at 444-6900.

Login

HOT TIPS

Know Your TAP Colors

Yellow = Required.

Green = OK, your entries are valid.

Red = Needs correction. Place your cursor over the field to learn more.

White = View only. Look for Change button nearby.

After logging into your account you will be at the Account Details Screen. [Click your "Account I.D."](#)

The screenshot shows the Montana Department of Revenue website. At the top, there is a banner with the state seal and a URL: <http://161.7.28.34/TAS/>. Below the banner, there is a navigation menu on the left with links: Home, FAQ's, Log Off, RunDate: 17-Jan-2012, Toggle Log, View My Profile, Add Access to Another Account. The main content area is divided into sections: 'Give us your feedback', 'Names and Addresses' (with fields for Legal Name, DBA Name, Location Address, Mailing Address), 'Accounts' (with a table of accounts), and 'Requests', 'Web Messaging', 'Letters'. A red arrow points to the 'View My Profile' link in the left menu.

Account Type	Name	Frequency	Address	Balance
-004-LIQ	Agcy Liq Str	Weekly-Mon		

Online Services | Department of Revenue | Privacy & Security Policy | Accessibility | Contact Us

Click ["Place/View/Change Liquor Order"](#) to update or place your order. This will bring you to your "Web Liquor Order" screen.

Web Liquor Order Ordering Steps

1. Pick the Pick Date for your order

24-Jul-2013

If the Pick Date (not submit date) above falls on a holiday,
please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. [Place/View/Change Liquor Order](#)

Total Number of Bottles Ordered: 2

Total Number of Cases Ordered: 24

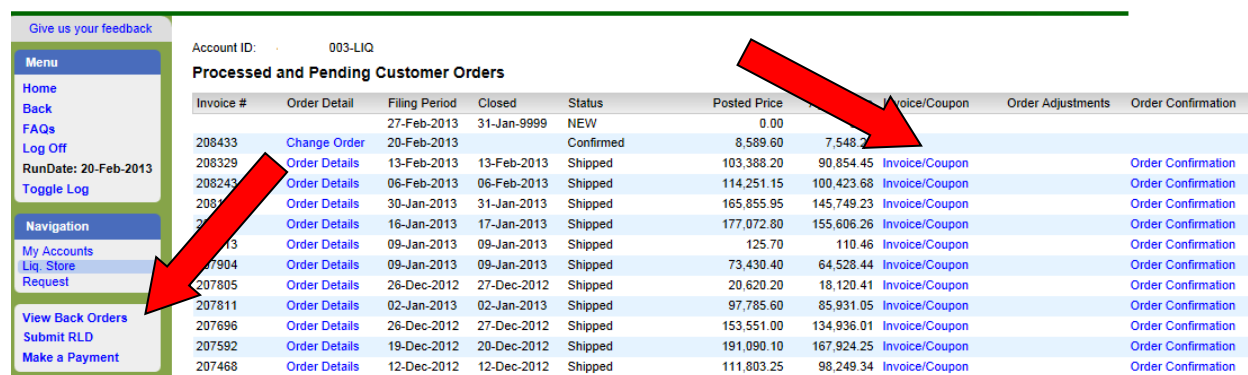
3. Once your order is complete, please click Submit to Save and Submit the order for processing.

4. If you wish to cancel your entire order for this period, please call us before 11:00 A.M. at 1-800-332-6135.

This will bring up the “Processed and Pending Customer Orders” screen.

Click “View Back Orders” on the left (View Only). Or Click “Invoice/Coupon”.

After the warehouse has picked your order this will show you your invoice and back orders.



Account ID: 003-LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Invoice/Coupon	Order Adjustments	Order Confirmation
208433	Change Order	27-Feb-2013	31-Jan-9999	NEW	0.00			
208329	Order Details	13-Feb-2013	13-Feb-2013	Shipped	103,388.20	90,854.45 Invoice/Coupon		Order Confirmation
208243	Order Details	06-Feb-2013	06-Feb-2013	Shipped	114,251.15	100,423.68 Invoice/Coupon		Order Confirmation
208113	Order Details	30-Jan-2013	31-Jan-2013	Shipped	165,855.95	145,749.23 Invoice/Coupon		Order Confirmation
207904	Order Details	16-Jan-2013	17-Jan-2013	Shipped	177,072.80	155,606.26 Invoice/Coupon		Order Confirmation
207805	Order Details	09-Jan-2013	09-Jan-2013	Shipped	125.70	110.46 Invoice/Coupon		Order Confirmation
207811	Order Details	09-Jan-2013	09-Jan-2013	Shipped	73,430.40	64,528.44 Invoice/Coupon		Order Confirmation
207696	Order Details	26-Dec-2012	27-Dec-2012	Shipped	20,620.20	18,120.41 Invoice/Coupon		Order Confirmation
207592	Order Details	02-Jan-2013	02-Jan-2013	Shipped	97,785.60	85,931.05 Invoice/Coupon		Order Confirmation
207468	Order Details	26-Dec-2012	27-Dec-2012	Shipped	153,551.00	134,936.01 Invoice/Coupon		Order Confirmation
207592	Order Details	19-Dec-2012	20-Dec-2012	Shipped	191,090.10	167,924.25 Invoice/Coupon		Order Confirmation
207468	Order Details	12-Dec-2012	12-Dec-2012	Shipped	111,803.25	98,249.34 Invoice/Coupon		Order Confirmation

“Back Order List” to view. When you are done “Log Off”



Give us your feedback

Back Order Items

1 - 100 of 122 [1](#) [2](#)

Item ID	Item Name	Requested	Item Status	Qty Ordered
151-021906-75	VAN WINKLE SPEC RESERVE 12 YR	24-Oct-2012	Back Ord	8
151-021906-75	VAN WINKLE SPEC RESERVE 12 YR	28-Nov-2012	Back Ord	10
100-005480-75	MACALLAN CASK STRENGTH - BOTTLES	26-Dec-2012	Back Ord	3
100-005506-75	MACALLAN 30 YR 86 PF - BOTTLES	28-Dec-2011	Back Ord	1
151-020146-75	OLD RIP VAN WINKLE 10 YR 107 PF	30-Jan-2013	Back Ord	3
100-004780-75	CRAGGANMORE MALT - BOTTLES	16-Jan-2013	Back Ord	3
100-004376-75	BALVENIE SINGLE BARREL 15 YR - BOTTLES	26-Dec-2012	Back Ord	1
255-034851-05	TANQUERAY STERLING VODKA 80 PF - BOTTLES	09-Jan-2013	Back Ord	12
151-020150-75	PAPPY VAN WINKLE FAMILY RESERVE 15 YR	28-Nov-2012	Back Ord	20
151-020150-75	PAPPY VAN WINKLE FAMILY RESERVE 15 YR	13-Oct-2010	Back Ord	11
151-020150-75	PAPPY VAN WINKLE FAMILY RESERVE 15 YR	31-Oct-2012	Back Ord	25